



Department of Housing and Community Development

NOTIFICATION OF VACANCY

May 24, 2018

**Policy and Legislative Director
(Policy and Planning Manager II)**

Position #00176

Location:

**DHCD
600 E Main St. Suite 300
Richmond, VA 23219**

Hiring Range:

**Negotiable up to \$95,000
annually**

DUTIES AND RESPONSIBILITIES:

The Department of Housing and Community Development is seeking a qualified and experienced leader to serve as the agency's Policy and Legislative Director. The individual will provide executive-level support to the Agency Director on agency policy, planning and legislative processes, long-range plan development, program planning, drafting regulations, and legislation and policy statements. In addition, the individual will monitor and report on federal and state legislation; provide leadership to professional staff; provide direction and oversight of the agency's policy initiatives and legislative functions, intergovernmental relations, regulatory functions, research and evaluation activities; provide support to Boards and Commissions; lead and participate in various agency studies, existing programs, and process improvement efforts; conduct objective analyses; produce reports; write position papers; and draft legislation or regulations. The individual will be responsible for assigning and managing work assignments using policy analysis, program evaluation, and research techniques to assure agency management has sufficient information to take actions to achieve the agency's housing and community goals. Pursuant to §§2.2-3114 and 2.2-3115 of the Code of Virginia, this position has been designated to file an annual Statement of Economic Interests form.

QUALIFICATIONS GUIDE:

Considerable knowledge of policy analysis, public policy, legal issues, long-range plan development, research and evaluative techniques, organizational theories, principles and practices and program planning. Considerable knowledge of Virginia's legislative process, practices, laws, and regulations affecting agency programs and local government. Ability to direct an agency policy, planning, and legislative process. Knowledge of budget, fiscal, human resources, and public sector management. Ability to interpret legal documents or contracts. Ability to develop processes for inclusion in order to develop complex solutions and recommendations; to draft regulations, legislation and policy statements; to work with a variety of state officials, policy boards, legislative bodies, and agency staff. Excellent communication skills verbally, in writing, and in formal presentations. Ability to use a PC and a variety of software to produce data and graphics. Graduation from an accredited college or university with a degree in planning, public administration, public policy, business administration, or a related field. An equivalent combination of training and experience will be considered in lieu of educational requirements. An advanced or law degree is preferred. Valid driver's license is required.

**TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION
THROUGH THE ONLINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY JUNE 15, 2018 AT 11:59 P.M.**

For additional information, please contact our Human Resource Office at (804) 371-7004.

An Equal Opportunity Employer

*Women, minorities, veterans, people with disabilities, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.
Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.*
